



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION: Business Services Representative
SUPERVISED BY: County Director
SALARY: \$46K - \$54K/YR, DOE. Full Time, Benefits & 401K
LOCATION: Madera
DATE POSTED: April 4, 2025
APPLICATION DEADLINE: Open Until Filled

POSITION SUMMARY:

Responsible for developing unsubsidized jobs and On-The-Job-Training (OJT) positions with employers in the private sector for program participants. Document all job referrals and follow-up in progress notes and update forms. May drive participant to the job interview. Outreach.

EXAMPLES OF DUTIES:

1. Initiate and maintain personal contacts with employers for the purpose of developing jobs and OJT contracts.
2. Maintain record of employer contacts and up to date Job Order cards. Prepare weekly demand list and other documentation, as needed.
3. Write OJT contracts, and follow up on and obtain information for all phases of OJTs. Review reimbursement billings for documentation and completeness (time sheets, signatures, etc.).
4. Required to meet monthly placement quotas.
5. Work with Counselors, Instructors, and participants; both individually and in groups, to develop interview and job readiness skills, to include giving mock interviews. Set up interviews for job-ready participant. Set up employer presentations.
6. Maintain written documentation of all job referrals and follow-up reports in Progress Notes in participants' files.
7. Set up and conduct workshops covering resume writing, job search and interview techniques and procedures.
8. Other duties as assigned.

REQUIREMENTS

1. High school graduate/GED
2. Two years background in sales, and/or public relations. Job placement experience desired.
3. Familiarity with local business community.
4. Excellent communication skills, Bilingual English/Spanish.
5. Excellent Computer skills.
6. Background with low-income programs helpful.

7. Awareness of Hispanic/other cultures.
8. Some travel required

A resume must be received to be considered for employment with CVOC.

EOE/At Will employer.